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DD/A Registry

76-3873

30 JUL 1976

MEMORANDUM FOR: Director of Personnel

THROUGH : DD/Pers/Plans and Control

FROM :
Acting Chief, Position Management and
Compensation Division

SUBJECT : Establishment of Two Special Assistant Positions
in the Office of the DDCI

1. The Deputy Director of Central Intelligence has instructed that two special assistant positions be established in the Office of the DDCI to be incumbered by GS-14. Mr. Knoche advised the Chief, PMCD that appropriate grade level determinations would be the responsibility of the Office of Personnel.

2. As briefly outlined by Mr. Knoche, will provide substantive intelligence support to the DDCI and will assist in the consideration of Agency plans, projects and programs. Additional, more specific job information is not available to permit more than approximate evaluations at this time. PMCD, therefore, recommends that initial establishment of position be at the GS-16 level based on the assumption that the position will be similar in nature to the former Special Assistant to the DDCI, formerly allocated at the GS-16 level. PMCD recommends the initial establishment of Mr. position at the GS-15 level, assuming that this function is similar to other Agency positions involved in substantive review of projects and programs.

3. These actions are considered preliminary in order to establish expeditiously the two positions on the Office of the Director's Staffing Complement. Both positions should be reviewed in detail when specific duties and responsibilities can be properly defined in order to confirm the appropriate grade level.

Signed

STATINTL

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